

Access to CIS

Directions to navigate the DMC CITRIX/CIS on-line application form

PLEASE Do Not deviate from these instructions in order to expedite your request

1. Go to www.dmc.org
2. Scroll down to the very bottom and click on Staff Resources
3. Click on Security Access Request Form

On Step 1 page:

4. In the box titled "Request Type", select "NEW HIRE."
5. In the box below "Request Type": select "OTHER".
6. Visiting Students must also note the MONTH of their Elective in the space requesting beginning and ending dates.
7. WSU students may put their end date 1 year out from the start date.
NEVER indicate that you are an "employee"
8. Complete and submit the form, citing **Debra Baginski – dbaginsk@med.wayne.edu, 313-577-1463**, as your "manager." (This form is meant for employees, not students, so you have to sort of modify your responses as though you were an employee.)
9. When you are filling out this form, fill in all demographic information with:
WSU-SOM, 320 E Canfield, Detroit, MI 48201, 313-577-1463
10. **REMEMBER....you are NOT a DMC "EMPLOYEE"you are a "MEDICAL STUDENT"** only fill in blanks with "MEDICAL STUDENT"
11. When it asks for Facility name choose "DMC University Labs-Patient Services Ctr."

On Step 2 page:

12. **You are ONLY requesting CIS access**, nothing more so where the form asks you what kind of access you want, say **CIS/Labs** and that's it.

On Step 3 page:

13. Do Not check Labs only check CIS with the title of **MEDICAL STUDENT** and **NONE** for credentials.
14. **HOWEVER, if you are on a Psychiatry Rotation** and require access to Psych Patient records, on "Step 3"also select Psych Facility then either **DRH, SNG, or MIOSH** within the CIS section. This action will trigger a secondary authorization from the supervisor at the Psych facility.
15. **If you have been at another facility for any length of time and have been disconnected from CIS...**
 - a. In the text box - at the end of the form – type: MEDICAL STUDENT requesting reactivation.
 - b. **OR...** If you are a **VISITING MEDICAL STUDENT** please denote "VISITING MEDICAL STUDENT".
16. **If you haven't already done so, print and fill out a confidentiality form (the Non-Employee version)—available on that same website or here in the Student Affairs Office - and return completed form to the Student Affairs Office or fax it to the number at the bottom.**

Please contact me, dbaginsk@med.wayne.edu or 313-577-1463 with any concerns or questions.

It is imperative that you are recognized as a MEDICAL STUDENT as opposed to a nursing student or Pharmacological Student or any other student in order to be authorized for the proper access.